

<b>Job Description:</b> School Leadership Advisor (volunteer)	<b>Responsible to:</b> District Coordinator
<b>Responsible for:</b>	<b>Location, Group &amp; Function:</b> Rwanda
<b>Duration:</b> Minimum 12 months	
<b>Job Purpose:</b> To support the development of school leadership for the provision of quality, inclusive education	

<p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Provide coaching to selected higher-performing head teachers to lead effective professional learning community meetings for all other head teachers in their districts</li> <li>• Collaborate with district officials with selection of new higher-performing head teachers to take on the role of supporting lesser-performing head teachers</li> <li>• Provide training to new higher-performing head teachers</li> <li>• Support head teachers with compiling evidence of learning and action in portfolio form to submit for assessment as part of certificate and diploma courses on school leadership to improve learning</li> <li>• Support evaluation of portfolios of evidence and learning of head teachers</li> <li>• Train sub-district education officials on supporting school governing bodies to both support head teachers but also hold them and their school to account for provision of quality, inclusive education</li> <li>• Engage in field level link-ups with VSO international and national volunteers who provide training and mentoring support for teachers for sharing of information and learning</li> <li>• Contribute to project review and learning events</li> <li>• Produce accurate and reflective reports</li> </ul> <p><b>Note that this position involves working across several districts of the country. To travel to districts you would usually travel on local buses. Travel within districts will usually be as a passenger on motorbike taxis</b></p>	<p><b>Skills, Knowledge and Experience</b></p> <p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Bachelor’s degree in Education or post-graduate degree of Education</li> <li>• Min. 4 years’ experience of school leadership focused on improving learning of all children</li> <li>• Fluent English speaker with good written skills and the ability to explain complex concepts to audiences of different levels of experience and knowledge.</li> <li>• Able to produce accurate, reflective reports with reference to qualitative and quantitative data</li> </ul> <p><b>Desirable:</b></p> <p><b>Knowledge/qualifications:</b></p> <ul style="list-style-type: none"> <li>• Knowledge of school leadership for improving teaching of language and mathematics and inclusion</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Training, coaching or mentoring of school leaders</li> </ul> <p><b>Skills/Abilities:</b></p> <ul style="list-style-type: none"> <li>• Evidence of having improved school leadership which has again resulted in school improvement in provision of quality, inclusive education</li> </ul>
<p><b>VSO has zero tolerance of abuse and exploitation of vulnerable people. We expect all our employees/volunteers to ensure we protecting children, young people and vulnerable adults from harm and abide by our safeguarding policy</b></p>	